"A Historic Past"

"A Bright Future"

CITY OF DELAWARE CITY
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CITY OF DELAWARE CITY
SPECIAL MAYOR AND COUNCIL MEETING
MAY 2, 2011

CALL TO ORDER

The Honorable Mayor Buchheit called to order the special meeting of the Mayor and Council at 6:00 p.m. Present were Council Members Johnson, Barrett, Sullivan and Doebley. Also present was Interim City Manager/City Treasurer Walls.

INTRODUCTION INTERIM CITY SOLICITOR

The Honorable Mayor Buchheit introduced Max Walton, of Connolly, Bove, Lodge and Hutz, who will serve as Interim City Solicitor until a permanent City Solicitor is chosen. Interim City Solicitor Walton gave brief background information.

PILOT SERVICE EXTENSION – DART

The Honorable Mayor Buchheit introduced Semia Hackett, Service Development Planner for Dart. Ms. Hackett explained the grant process. Discussion followed regarding the route to be taken and the stops to be made. Additional discussion occurred regarding the questionnaires, and the grant process. Ms. Hackett announced that the bus transportation was originally going to begin May 23, 2011. However, the start date may be delayed until the end of June. Ms. Hackett said the schedule will appear on the Dart First State website. Various questions were posed by attendees, and answered by Ms. Hackett. Council Member Doebley said he would like to see this issue included on the agenda for the Mayor and Council meeting on May 16, 2011.

APPROVAL OF FISCAL YEAR 2012 ANNUAL TAX ASSESSMENT ROLL

Council Member Barrett made a motion to certify the Fiscal Year 2012 Annual Tax Assessment Roll. Council Member Sullivan seconded the motion. A roll call vote was taken, all ayes, motion carried.

CITY MANAGER'S BUDGET MESSAGE

Interim City Manager Walls said she did not have long, prepared budget message. She said very few numbers have changed since the FY11 budget. She increased Real Estate Revenue by almost $53,000. She deducted the $8000 for Surplus Equipment Sale because it has already been sold. The Real Estate Transfer Tax was kept the same. She included a 4% cost of living increase to salaries across the board, with the exception of the City Manager's salary, which remains the same as FY11. There is a drainage issue downtown so she added $8500 to Maintenance and Repair-Drainage, raising it from $1500 to $10000. The two tide gates on Baby Beach are very old and don't work very well. Interim City Manager Walls explained how the new tides gate would work and why the old ones don't work. It would be helpful if one tide gate could be replaced this year, which would cost about $8000. She added $5000 for street repair. The City has a $75000 project that will begin next week, but that won't cover all the necessary repairs. She added $17000 to Lease/Purchase of Equipment as our pump died during the last storm. Godwin Pumps is looking at used pumps for the City. The Police Vehicles line was reduced from $16000 to $2200, as one of the police cars has been paid off and one has only three payments remaining. There will be a need for a new police car, but probably not during FY12. Discussion followed regarding the proposed salary increase. It was determined that the cost of the salary increases would total about $7000. Contract and Professional Services – Snow Removal was increased from $10,000 to $20,000. Discussion followed regarding snow removal costs. Discussion followed regarding various line items. City Manager Walls explained the difference between the General Fund and the Water Fund. Discussion followed about what could be trimmed from the budget in order to hire an additional police officer. Police Chief Tjaden said the COPS grants are out as of 4:00 on May 2, 2011 and the City is applying. This would be "all expenses paid for one officer for three years". Discussion followed. The Honorable Mayor Buchheit said the Mayor and Council definitely needs a budget workshop, which is already scheduled for May 9, 2011 at 6:00 pm. Discussion followed regarding a reserve fund and the impact on the budget if Sterling's were leased. Discussion followed regarding the solar panels to be installed on the Community Center and how it would impact the budget.

DISCUSSION OF CITY MANAGER POSITION

The Honorable Mayor Buchheit reported that Joe Mangini, who had been offered the City Manager position, declined it. He questioned how the City should proceed. The Honorable Mayor Buchheit thanked Kathy Walls for serving as Interim City Manager. Discussion followed about advertising and hiring procedures. Interim City Solicitor Walton said there is no time limit on how long the City must solicit to fill a position. Suggestions were made as to where the advertising could be done. Council asked if the City was under any obligation to advertise this position for a set time as is required for some public jobs. Interim City Solicitor Walton said there is no obligation unless it is in the City Charter. As he just started this evening, he was not familiar with the City Charter. The Professional Association of City Managers was a suggested contact, as was the Association of Municipal Attorneys. Council Member Doebley said he had the contact information for the Professional Association of City Managers and would pass it to the Mayor. Discussion followed regarding the previous advertising process. Interim City Solicitor Walton suggested that the City include in the ad, Section 9-04 of the City Charter which describes the powers of the City Manager. Discussion followed regarding the budgeted salary for the City Manager. Council Member Johnson made a motion to readvertise the City Manager position. Council Member Doebley seconded the motion. A vote was taken, all ayes, motion carried. The Honorable Mayor Buchheit suggested that the position be advertised on Craig's List rather than in The News Journal. He added that he would be happy to assist the Interim City Manager with the process. Discussion followed regarding the possible time requirements for advertising a position. Interim City Solicitor Walton suggested that the amendment could be amended to say that there is no state law requiring a specific time limit for advertising a position. However, he will review the Charter and Code to determine the proper procedure and notify the City of his finding. Discussion followed regarding whether it was really necessary to publish the position at all, as so much time has passed since the search began. The Honorable Mayor Buchheit said that in all fairness, a week-long posting is not too long. He added that he would like to go into executive session to discuss candidates. Interim City Solicitor Walton explained that the Mayor and Council could not go into executive session as it was not listed on the Agenda for this meeting. Council Member Sullivan made a motion to go into executive session at the May 16, 2011 meeting, specifically to discuss the City Manager position and the City Solicitor position. Interim City Manager Walls said that she would see that the executive session was added to the Agenda for the May 16th meeting. Council Member Doebley seconded the motion. A roll call vote was taken, all ayes, motion carried.

ADJOURNMENT

Council Member Barrett made a motion to adjourn the meeting. Council Member Sullivan seconded the motion. A vote was taken, all ayes, motion carried. The meeting adjourned at 7:20 pm.

Respectfully submitted,

Dawn K. Gwynn
City Secretary